

MEMORANDUM

TO: Regional Directors

FROM: John M. Daniel, Jr., P.E., DEE
Director of Air Program Coordination

SUBJECT: Memo Number 99-1002. New Title V Procedures Manual

DATE: June 15, 1999

Copies: Robert L. Beasley
Director, Office of Air Permit Programs

David K. Paylor
Director of Program Coordination

Regional Permit Managers

Regional Air Permit Managers

The ATitle V Air Permits Guidance Manual~~is~~ is hereby authorized for use by DEQ staff writing Title V air permits. The Manual is available electronically on
K:\AGENCY\DTE\MANUALT5\FINALREV\T5MANUAL.WPD.

The Manual is accompanied by an Appendices document which provides a suggested Title V boilerplate permit, a Statement of Basis template, and a number of model or suggested letters which are intended to facilitate correspondence which is prepared as part of Title V permit processing. The Appendices to the Manual may be found at K:\AGENCY\DTE\MANUALT5\FINALREV\APPCOMP. 599.

This Manual is to be used as guidance in writing Title V permits in Virginia. Deviations from its recommended procedures may be allowed by regional offices, but should be documented (and the documentation filed) with the affected permit paperwork. The documentation should be shared via e-mail with the Office of Air Permit Programs when deviations occur, in the interest of revising the Manual.

In contrast with the Manual itself, the sample letters found in the Appendices are intended as aids to permitting staff in effective writing of notices, notifications, and letters. The sample letters may be altered for use at an individual regional office with the approval of the regional director or his designee.

If you have questions on this Title V Manual, please contact me or any of the following people:

Bob Beasley (OAPP)
Charlie Ellis (OAPP)
Brenda Eggleston (OAPP)
Dawn Gibbs (VRO)
Bob Cole (NVRO).

